



REQUEST FOR APPLICATION

Community Education Initiative

<p>Deadline</p> <p>4:00 P.M. (EDT) Tuesday August 22, 2006</p> <p>(Applications received after August 22 will not be reviewed.)</p>	<p>Issued By</p> <p>Community Support for Students and Families Branch</p>
<p>Point of Contact</p> <p>Stephanie Lucas Christenson Division of Leadership and Instructional Support Stephanie.Christenson@education.ky.gov 502-564-4201</p>	<p>Submit Application To:</p> <p>Susan Beasley Kentucky Department of Education 500 Mero Street 1633 Capital Plaza Tower Frankfort, KY 40601</p>
<p>Special Instructions</p> <p>Only districts not currently receiving Community Education initiative funds are eligible to apply. State-funded Community Education initiatives are limited to one per county.</p>	

KENTUCKY DEPARTMENT OF EDUCATION REQUEST FOR COMPETITIVE APPLICATION

Community Education Initiative

Deadline - By 4:00 P.M. (EDT), Tuesday, August 22, 2006

The Kentucky Department of Education is issuing a Request for Application (RFP) for the implementation of a maximum of 2 countywide Community Education initiatives.

Funding

Grants will be awarded based upon the availability of funds. One grant for up to \$20,000 will be awarded to a school district to employ a full time, community-wide Community Education director responsible for implementing a comprehensive Community Education initiative. Initiative funds and local matching funds can only be utilized for the purpose of employing one full time Community Education director.

Once a grant is secured, pending the availability of funds, grants are renewable on an annual basis in accordance with the grant assurances. When there is more than one district within a county, all districts must collaborate in the implementation of the Community Education initiative with one district being the district of record. Currently 100 funded Community Education initiatives provide programming for 148 school districts.

Match Requirements

Applicants must provide a cash-match contribution of twenty-five percent. Matching funds may be secured locally from sources other than local school districts, but must flow to the school district for purposes of employing a full time Community Education director. For purposes of this grant, full time is defined as 240 days.

General Information

Community Education is an initiative supported by funds authorized by the Kentucky legislature and monitored by the Department of Education. The General Assembly passed Community Education enabling legislation in 1982. In 1985, during a special session, Community Education received funding for the 1986-88 biennium and has continued to receive funds. Implementation of a comprehensive Community Education initiative has proven to enhance the fiscal and human resources available that increase student achievement. In 2001, Kentucky Community Education directors generated more than \$23 million in additional resources for their communities.

Applications will be accepted from public school districts. If there is more than one district in a county, one district is to be the district of record. To be considered for funding, all public school districts in a county must be involved in the development and design of the application and implementation of the Community Education initiative. Only one grant per county may be submitted for consideration.

Type of Contract to be Awarded

Successful applicants will receive quarterly cash advances of one-fourth of the grant award. Financial reports will be submitted annually to the Kentucky Department of Education.

Grant Period

The grant period will be from September 2006 - June 30, 2007.

General Requirements

Community Education legislation includes the following minimum requirements to be eligible for state funding.

- 1) Submit a plan approved by the local school board that includes: lifelong learning opportunities, citizen involvement in decision making; full and efficient use of resources - physical, financial and human; cooperation and coordination among agencies and organizations to achieve integration of human and community services; support for P-12 student achievement; and meeting local-determined community needs.
- 2) Establish an advisory council with the power to make district-wide decisions of policy to assist in conducting community needs assessments and recommending and implementing program priorities.
- 3) Employ a full time Community Education director.

The application narrative must be limited to three double-spaced typed pages. In addition to the narrative, the application must contain a one page, single-spaced summary of the Community Education initiative being proposed, a management plan for each component, a job description for the Community Education director and, if already selected, a resume of the Community Education director, not to exceed two typed pages.

A management plan should be developed for each of the five component areas: community schools; lifelong learning; collaboration; citizen involvement and volunteerism; and P-12 support.

The application will be reviewed for clarity of conceptualization and development of a plan containing but not limited to the priorities previously listed.

Appendices are optional and not to exceed 5 pages. The appendices may include letters of agreement among collaborating districts and/or defining types of support from other organizations, etc.

Successful grant applications will include a countywide plan for addressing the initiatives identified in this section. Successful applicants must maintain an advisory council consisting of 75% non-school employees and a minimum of 10% youth. The purpose of the council is to provide for participatory decision making in the development and implementation of the countywide Community Education initiative, including identifying and solving community problems.

The five primary Community Education components include community schools/facility usage, collaboration, lifelong learning, citizen involvement/volunteerism, and P-12 support.

Community Schools

Community schools serve all members of the community. The school's facilities are utilized by people of all ages and at all times of the day, week, and year. The school becomes the center of learning for the community and provides an array of programs and services based upon the identified needs of the community it serves. A fully functioning community school is one where the school and community are fully integrated.

Lifelong Learning

Learning begins at birth and continues throughout one's life. As the basic education agency of the community, public schools are the appropriate agency to respond to both the formal and informal educational needs and desires of members of all age groups within the community. Learning opportunities include, but are not limited to, leisure and skill building classes, adult education, literacy, and employability skills.

Collaboration

Community Education should be reflected in the district comprehensive plan as a means to facilitate effective coordination of programs, i.e. Family Resource Youth Services Centers, dropout prevention, volunteer programs, after school programs, etc. Externally, Community Education provides the linkage needed with business and industry, community agencies and/or organizations, and individuals to engage in community/school problem solving.

Citizen Involvement/Volunteerism

Whether it is a parent or other family member, a senior citizen or a young professional, volunteers enhance the learning experience of a child. Learning is most effective when it occurs one-on-one and on a consistent basis. Both tutoring and mentoring are examples of effective volunteer initiatives. Coordination, recruitment, and training are essential elements of effective volunteer programs. Community Education can and should be a key player in initiating/supporting volunteers.

Citizen involvement includes participation in decision-making regarding issues that relate to enhancing student achievement and community quality of life. Community Education provides opportunities for broad citizen involvement, i.e. advisory council participation, mentoring, community problem solving.

P-12 Support

Learning should include experiential education that engages students in real-life experiences, which address issues and needs in the community. The community becomes the classroom enabling students to integrate academic knowledge and critical thinking skills learned in the classroom with real-life issues. Students have an opportunity to become resources and respected leaders in their communities.

Allowable Uses of Funds

The amount of the grant award is up to \$20,000. A local cash match of 25% is required. The total grant award plus the local cash match may only be utilized for employment of a full time (240 days) Community Education director. No other utilization of the funds is allowable. The combined amount may include both salary and benefits. Local contributions may exceed the required 25% match.

Evaluation of Application

Qualified individuals knowledgeable in Community Education will independently evaluate applications based on the degree to which the application addresses the specified evaluation criteria. KDE reserves the right to consider demographic and programmatic diversity as factors in the selection of funded applications.

Contract Award

The effective date will be based on the date of award. Funds may be expended through June 30, 2007. Funded districts are eligible for additional years of funding contingent on the availability of funds and successful implementation of the program. Should the availability of funds continue, and appropriate progress is made during the 2006-2007 year, successful applicants will be eligible to receive continued funding through an evaluative renewal process.

Submission of Application

The Kentucky Department of Education must receive applications by **4:00 P.M. (EDT) Tuesday, August 22, 2006. Applications received after 4:00 P.M. (EDT), August 22, 2006 will not be reviewed.**

Notice of Intent to Submit an Application

If you intend to submit an application, please send an email with CE 07 as the subject line to KDERFP@kde.state.ky.us on or before August 15, 2006. In the email, please include the name of a contact, a mailing address and a phone number.

This notice is requested for the purpose of determining the number of reviewers needed. Sending a notice of intent neither obligates you to submit a application nor disqualifies you from doing so.

Formatting Requirements

The narrative portion of the application should not exceed **3 double-spaced** pages. In addition to the narrative, the application must contain a one page, single-spaced summary of the Community Education initiative being proposed, a management plan for each component, a job description for the Community Education director and, if already selected, a resume of the Community Education director, not to exceed two typed pages. Please use a font point of 12 and have side margins of one inch. Number all pages consecutively, starting with the narrative portion as page 1. Please note that the MUNIS Budget Summary is not included in the narrative page limit.

Submission Requirements

The submission must include one printed original, four printed "blind" copies, and one CD or floppy disk with both an original and a "blind" copy in a format compatible with Microsoft Windows 2000. Please label each copy and CD or floppy disk to identify your submission with "CE 07" and the district.

To avoid damage during shipment, use shipping envelopes designed for electronic disks. Identify the submission by writing "CE 07" on the exterior of the envelope or package containing the submission. *Emailed or faxed applications will not be accepted.*

Within five business days of receipt of application, the provider can expect to receive an email message confirming receipt of the application at KDE. It is the responsibility of the provider to notify KDE if this message is not received.

KENTUCKY DEPARTMENT OF EDUCATION

**Community Education Initiative
COVER PAGE**

District: _____

Superintendent: _____
(Typed Superintendent Name)

(If applicable.)

List collaborating districts and collaborating district contact persons.

District	District contact person

KENTUCKY DEPARTMENT OF EDUCATION

**Community Education Initiative
Competitive Application**

DISTRICT COVER PAGE

**Applicant
District:**

**Amount
Requested for
one year:**

\$ _____

Address:

Address:

Project Coordinator:

Title:

Phone: _____

Email: _____

I certify that, to the best of my knowledge, the information contained in this application is correct and complete; the local education agency named in this application is authorized to file this application for Community Education funds.

Superintendent Signature

Date

Community Education Initiative Program Assurances

Assurance is given that:

- A. The information provided in this application (program narrative, cover sheet, and other required forms) is accurate and constitutes a firm request for assistance to fund a full-time (240 days) Community Education director position.
- B. The Community Education director position title will be Community Education Director as defined for use in KRS 160.157.
- C. The applicant agency has the necessary legal authority to apply for and receive the proposed grant.
- D. The filing of this application has been authorized by the governing body of the applicant. The undersigned representative has been duly authorized to file this application for and on behalf of said applicant and otherwise to act as the authorized representative of the applicant in connection with this application.
- E. The Community Education initiative will be operated in compliance with all applicable state and federal laws and with regulations and other policies and administrative issuances by the Kentucky Department of Education, including submission of such reports as may be required.
- F. The applicant agrees to provide a 25% cash match. The grant and match will be applied to the Community Education director's salary only.
- G. The Community Education director will participate in all scheduled training activities provided by the Kentucky Department of Education for Community Education directors.
- H. The Community Education director will be a member of the district leadership team, i.e. administrative team, superintendent's cabinet, central office team, and a member of the Comprehensive District Improvement Plan committee.
- I. The district will honor reporting deadlines. Failure to do so will result in possible loss of funds.
- J. Any changes in the contract pertaining to program, staff or budget will be submitted to the Kentucky Department of Education for approval.
- K. Either party may prematurely cancel this contract should funds not become available or unsatisfactory progress toward program development and implementation occur.
- L. All fiscal records and records that document project accomplishments, as reported by the applicant to the Kentucky Department of Education, will be maintained by the applicant for five years.

Signed: _____
Superintendent

Local Education Agency

Date: _____

Proposed Budget Summary
Community Education Initiative

MUNIS Code	Description of Activity	Amount Requested
110		
130		
211		
212		
213		
214		
221		
222		
231		
251		
253		
260		

Total Amount Requested

\$